

# City Council

# Agenda Preview

January 7, 2014

## ▶ **Presentations**

- ▶ **Item 2: Commendation for Loretta Herrin as the 2013 Parks and Recreation Chairperson**
  - ▶ City Council will recognize Parks and Recreation Commissioner Loretta Herrin for serving as Chair and her leadership in 2013.
- ▶ **Item 3: Commendation for Jerry Zechmeister as Chair of the Planning Commission for 2013**
  - ▶ City Council will recognize former Planning Commissioner Jerry Zechmeister for serving as Chair and his leadership in 2013, until his retirement in November.
- ▶ **Item 4: Recognition of Orange County Sheriff Lieutenant Patrick Higa**
  - ▶ Lieutenant Patrick Higa will be retiring after 27 years of service with the Orange County Sheriff's Department and will be recognized by the Council for his contributions to the City of Lake Forest. Lieutenant Higa has attracted and retained excellent field personnel, maintained an active traffic enforcement program, and overseen several community programs.

## ▶ **Consent Calendar**

- ▶ **Item 7: Certification of Warrant Register**
  - ▶ City Council reviews and approves payment of City invoices. City invoices totaled approximately \$4.71 million from December 5 to December 18.
- ▶ **Item 8: Waive Reading of Ordinances and Resolutions**
  - ▶ To save time, the City Clerk will read only the titles of any Ordinances and Resolutions on the public agenda.
- ▶ **Item 9: Minutes of the December 3 City Council Meeting**
- ▶ **Item 10: Award of Contract - Electronic Filing of FPPC Forms**
  - ▶ City Council will consider approving a contract with NetFile to develop and maintain a filing system that permits the City to: (1) enable electronic filing and management of the annual Statement of Economic Interest Form 700 and Fair Political Practices Commission (FPPC) forms; (2) scan and upload forms not submitted electronically; and (3) provide public online access to the documents.

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### ▶ **Consent Calendar (continued)**

- ▶ **Item 11: Third Contract Amendment with West Coast Arborists for Tree Maintenance Services**
  - ▶ City Council will consider amending a contract with West Coast Arborists for tree maintenance services which include tree removal, updating the City's tree management database, and allowing for additional work in response to emergencies. The City currently maintains 14,028 trees in the urban forest and this number will continue to increase with the Expand the Forest program, other landscaping projects, and new developments in the City.
- ▶ **Item 12: Second Amendment to Agreement with AndersonPenna for General Engineering Services**
  - ▶ City Council will consider amending a contract with AndersonPenna to continue providing general engineering services while supplementing the staff from the Public Works Department. The consultant will also perform plan checks, various types of reviews, and inspections.
- ▶ **Item 13: Request for Proposal (RFP) for Five Maintenance Contracts**
  - ▶ The City uses contractors to provide maintenance services for City facilities, streets, parks, and public areas. The City Council will consider approving an RFP for five maintenance contracts with the following respective deadlines. Services would begin at the start of the new fiscal year.
    - Landscape Maintenance Services: Proposals due February 5.
    - Facility and Park Repair Services: Proposals due February 19.
    - Electrical Services: Proposals due March 5.
    - Custodial Services: Proposals due March 19.
    - Tree Management Services: Proposals due April 2.
- ▶ **Item 14: Request for Term Extension for Building and Safety Services with Interwest Consulting**
  - ▶ City Council will consider extending the existing contract with Interwest Consulting for an additional year to allow the firm to complete Phase I of the EnerGov migration upgrade project. Interwest has played an integral role in the configuration, deployment, and daily use of EnerGov – a system that allows many building permit processes to be automated including plan intake, fee calculation, permit issuance, and inspection requests.

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## ▶ **Public Hearings**

- ▶ **Item 15: Adoption of 2013-2021 General Plan Housing Element**
  - ▶ City Council will consider adopting a Negative Declaration for the General Plan Amendment for the Housing Element and the 2013-2021 Housing Element of the General Plan. The City is required to update the Housing Element regularly, which was found to be in compliance with the requirements of State law.

## ▶ **Discussion**

- ▶ **Item 16: Establishment of Street Sweeping Parking Restrictions**
  - ▶ City Council will consider parking restrictions on Ridge Route Drive (west of Rockfield Boulevard) and Cherry Street (north of Trabuco Road and Darrin Drive) once a week for a four-hour window. This would allow for more effective street sweeping and improve storm water quality. Staff will conduct outreach activities to all affected residents advising of the new restriction and will provide a one-month grace period prior to enforcement.
- ▶ **Item 17: Consideration of Comprehensive Application Packet for Selection of Planning Commission**
  - ▶ City Council will finalize the application packet (applicant statement, resume, and questionnaire) as well as identify key dates such as the application deadline and interview dates for the selection of a Planning Commissioner for the unexpired term ending December 2014. In addition, the Council may choose to use this comprehensive application packet for future recruitments for both City Commissions.
- ▶ **Item 18: Annual City Council Appointments**
  - ▶ Council will make appointments to various boards and agencies.
- ▶ **Item 19: Request for Appointment – League of California Cities, Association of California Cities, Orange County and/or the Orange County City Selection Committee**
  - ▶ There are no appointments to be made at this time.